

**Dunlap High School FBLA
Officer Application
2017-2018 School Year**

This form must be completed and **returned to Mrs. Stancil by Friday, April 21, 2017.** Interested individuals are encouraged to apply to serve as leaders. There are five officers to be chosen: President, Vice President, Treasurer, Secretary, and Reporter. Selection of officers will be made by Mrs. Stancil.

Selection is based on previous involvement in FBLA, commitment, and serving as a positive role model for our organization and community.

Name: _____ M or F Grade level next year: _____

Homeroom (teacher and room #): _____

Cell phone #: _____

Email address: _____ (put the one you use the most and print clearly)

How often do you check your email?

- Not at all
- Once a day
- Two-three times a day
- All the time

Previous involvement with Dunlap FBLA. **Please be specific in your involvement.**

What role would you like to be considered for? You may check more than one position. You can review the officer roles on the last page of this application.

President _____ **Vice President** _____ **Treasurer** _____ **Secretary** _____ **Reporter** _____

Explain what makes you a good candidate (what skills do you possess that make you our best team leader)?

Why would you like to become an officer for our chapter?

Are you involved in any other school clubs, athletics, or organizations? If so, list them and whether you are an officer, team leader, member, etc.

Activity	Position/Involvement

Obtain **one letter of recommendation** from any teacher, employer or community service project supervisor other than your FBLA advisor to support your decision supporting your good character and leadership skills. The letter cannot be from a family member.

I understand that being an FBLA officer is a commitment to the organization to perform the duties of the office for which I am applying. I have read the duties of this office and promise to do my best in carrying out these duties. I also understand that academic performance is a key component to the commitment that I will undertake as I perform the duties for FBLA office. I promise to communicate effectively with the adviser(s), other officers, and members regarding FBLA projects. I understand that as an FBLA officer, I am required to attend all club meetings, any outside meetings (before or after school), participate in FBLA fundraisers, attend leadership conferences, and participate in FBLA activities. I will work diligently to make this chapter a strong organization at Dunlap High School.

Signature

Date

Parent/Guardian Signature

Date

Illinois FBLA Conferences you must attend this year:

July 19-21, 2017 Illinois FBLA-PBL Summer Leadership Workshop, Springfield, Illinois

December 2, 2017 Illinois FBLA-PBL Central Area Conference, Normal, Illinois

April 6-7, 2018 Illinois FBLA State Leadership Conference, Springfield, Illinois

Officer Roles:

The President shall:

- Preside over all meetings of the Chapter
- Appoint all committees and serve as an ex-officio member of these committees
- Promote the growth and development of FBLA

The Vice President shall:

- Preside in the absence of the President
- Assist the President

The Secretary shall:

- Keep an accurate record of the chapter and executive committee meetings.
- Submit the required reports to the State Chapter and the National Center

The Treasurer shall:

- Act as custodian of the funds of the organization, collect dues, and give financial reports
- Send the membership list with dues to the state and national offices

The Reporter shall:

- Act as public relations officer for the Chapter
- See that news stories and photographs are delivered to the school paper, the local newspaper, the news bulletin, and the national FBLA Business Leader
- Cooperate with the school official concerning assembly, radio, and television programs

The officers shall serve on the Executive Committee, and perform such duties as directed by the President and the Adviser and not inconsistent with these Roles or other Rules adopted by the Chapter.

Note: Official duties will be assigned after the officers are chosen (during the summer). We will plan summer meeting times after officers are chosen.

****Decisions will be announced by Friday, April 28th and will be posted on the FBLA board****